



**7<sup>TH</sup> US ARMY JMTC**



# ***ELECTRONIC MILITARY EVALUATION SYSTEM***

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*7<sup>TH</sup> US ARMY JMTC*



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# **PURPOSE**

To provide information on Electronic Evaluation and the Army's Form Content Management Program

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# *7TH US ARMY JMTC*



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## **Content**

- **NCOER & OER Evaluation System**
- **Forms Content Management Program (FCMP)**

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## ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***

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# ***New NCOER Evaluation System***

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# ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***



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## **CONTENT**

**CHANGES IN EVALUATION POLICY**

**COUNSELING AND SUPPORT FORM DISPOSITION**

**PART I – ADMINISTRATIVE DATA**

**PART II – AUTHENTICATION**

**PART III – DUTY DESCRIPTION**

**PART IV – ARMY VALUES / NCO RESPONSIBILITIES**

**PART IVc – PHYSICAL FITNESS AND MILITARY BEARING**

**NCOER COMPLETION**

**NCOER RESOURCES**

**SUMMARY**

**QUESTIONS**

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## *NONCOMMISSIONED OFFICER EVALUATION SYSTEM*



# PURPOSE

To provide information on the new  
NCOER System

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## *NONCOMMISSIONED OFFICER EVALUATION SYSTEM*

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# REFERENCES

**Army Regulation 623-3, dated 15 May 2006**

**DA PAM 623-3, dated 15 May 2006**

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## ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***



### **Changes in Evaluation Policy**

- Electronic production
- Automatic submission to HQDA
- Evals may be submitted “head to head” or “head to foot”
- Frocked rating officials serving in positions of next higher grade will use frocked rank
- Aligns policy for time under suspension for NCO:
  - 1) Suspended and relieved = time is non-rated time
  - 2) Suspended and not relieved = time is rated time

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## ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***



### **Counseling and Support Form Disposition**

- **Maintain DA Form 2166-8-1 until NCOER has been approved by HRC-Indianapolis**
- **No regulatory requirement to keep DA Form 2166-8-1 beyond this time**
- **For corporals, maintain DA Form 2166-8-1 for one year**

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

+ NCO EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3. +			
PART I - ADMINISTRATIVE DATA									
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G				b. SSN 999-99-9999 →		c. RANK MSG →		d. DATE OF RANK 19990501	e. PMOSC 92Y52SG10
f.1. UNIT ORG. STATION ZIP CODE OR APO HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM						f.2. STATUS CODE		g. REASON FOR SUBMISSION 02/Annual	
h. PERIOD COVERED				i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL		l. RATED NCO'S APO EMAIL ADDRESS (.gov or .mil)	
FROM		THRU						m. UIC	n. CMD CODE
Year	Month	Day	Year	Month	Day				
2003	07	01	2004	06	30			W6ED24	UZ
				12		george.g.buck007@us.army.mil			UA01
PART II - AUTHENTICATION									

- Frocked NCOs: Enter rank, DOR, and PMOSC held prior to the frocking action
- Enter frocked rank in parentheses immediately following the rank entry

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

NCO EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.		
For use of this form, see AR 623-3 : the proponent agency is DCS, G-1.								
<b>PART I - ADMINISTRATIVE DATA</b>								
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G				b. SSN 999-99-9999		c. RANK MSG		d. DATE OF RANK 19990501
e. FMOSC 92Y52SG10				f. UNIT HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544		g. STATUS CODE 02		h. REASON FOR SUBMISSION Annual
i. PERIOD COVERED				j. RATED MONTHS 12		k. NON-RATED CODES		l. NO. OF ENCL
m. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil) george.g.buck007@us.army.mil				n. UIC W6ED24		o. CMD CODE UZ		p. PSB CODE UA01
<b>PART II - AUTHENTICATION</b>								

**Date of Rank Id:** Enter the rated NCO's date of rank (YYYYMMDD).

- If the rated NCO is frocked enter the date of rank for the rank held prior to the frocking action

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

NCO EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.		
+ For use of this form, see AR 623-3 : the proponent agency is DCS, G-1. +								
PART I - ADMINISTRATIVE DATA								
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G				b. SSN 999-99-9999		c. RANK MSG		d. DATE OF RANK 19990501
e. FMOSC 92Y52SG10				f.1. UNIT ORG STATION ZIP CODE OR APO HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM		f.2. STATUS CODE		g. REASON FOR SUBMISSION 02/Annual
h. PERIOD COVERED		i. RATED MONTHS 12	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S APO EMAIL ADDRESS (.gov or .mil)		m. UIC W6ED24	n. CMD CODE UZ
FROM Year Month Day 20030701	THRU Year Month Day 20040630				o. PSB CODE UA01			
PART II - AUTHENTICATION								

**Part: If2: USAR Status Code**

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

NCO EVALUATION REPORT										FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.	
For use of this form, see AR 623-3 : the proponent agency is DCS, G-1.											
PART I - ADMINISTRATIVE DATA											
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G				b. SSN 999-99-9999		c. RANK MSG		d. DATE OF RANK 19990501		e. FMOSC 92Y52SG10	
f.1. UNIT HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX		ORG 76544		STATION FORS COM		ZIP CODE OR APO 76544		f.2. STATUS CODE 02/Annual		g. REASON FOR SUBMISSION	
h. PERIOD COVERED				i. RATED MONTHS		j. NON-RATED CODES		k. NO. OF ENCL		l. RATED NCO'S APO EMAIL ADDRESS	
FROM		THRU									
Year	Month	Day	Year	Month	Day						
2003	07	01	2004	06	30	12				george.g.buck007@us.army.mil	
										m. UIC W6ED24	
										n. CMD CODE UZ	
										o. PSB CODE UA01	
PART II - AUTHENTICATION											

**Reason for Submission Part:** Ig: Enter the appropriate report code in the left-hand portion of the block and the type of report title in the right-hand portion of block.

**Period Covered Part:** Ih: Enter four-digit numerical identifier for year and a two-digit numerical identifier for month and two digit identifier for the day (example, 20010903).

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# ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***



## **REASON CODES FOR SUBMISSION**

- 02 – Annual Report**
- 03 – Change of Rater**
- 05 – Relief for Cause**
- 06 – Depart Temporary Duty, Temporary Change of Station, Special Duty**
- 07 – 60 day Option Report**
- 08 – Senior Rater Option**
- 09 – Complete the Record**
- 10 – Extended Annual**

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

NCO EVALUATION REPORT										FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.		
PART I - ADMINISTRATIVE DATA												
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G					b. SSN 999-99-9999		c. RANK MSG		d. DATE OF RANK 19990501		e. FMOSC 92Y52SG10	
f.1. UNIT ORG. STATION ZIP CODE OR APO HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544 FORSCOM					f.2. STATUS CODE		g. REASON FOR SUBMISSION 02/Annual					
h. PERIOD COVERED				i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)			m. UIC	n. CMD CODE	o. PSB CODE
FROM		THRU										
Year	Month	Day	Year	Month	Day							
2003	07	01	2004	06	30	12			george.g.buck007@us.army.mil	W6ED24	UZ	UA01
PART II - AUTHENTICATION												

**Rated Months Part:** li: Rated months are computed by using the “30 Day Rule”.

- (130 days is 4 months and 10 days and is entered as 4 months; 140 days is 4 months and 20 days and is entered as 5 months.) \*\*\*15 or more days are left will be counted as a whole month.

- Nonrated Time: Subtracted from the “Period Covered” before computing rated time.

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

NCO EVALUATION REPORT							FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.				
For use of this form, see AR 623-3 : the proponent agency is DCS, G-1.											
PART I - ADMINISTRATIVE DATA											
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G				b. SSN 999-99-9999		c. RANK MSG		d. DATE OF RANK 19990501		e. FMOSC 92Y52SG10	
f.1. UNIT HHC, Special Troops Battalion, 13th COSCOM, Ft. Hood, TX 76544		ORG. FORSCOM		STATION ZIP CODE OR APO		f.2. STATUS CODE		g. REASON FOR SUBMISSION 02 Annual			
h. PERIOD COVERED				i. RATED MONTHS		j. NON-RATED CODES		k. NO. OF ENCL		l. RATED NCO'S AKO EMAIL ADDRESS (.gov or .mil)	
FROM Year Month Day		THRU Year Month Day									
20030701		20040630		12				george.g.buck007@us.army.mil		W6ED24	
										UZ	
										UA01	

PART II - AUTHENTICATION

**New reason codes for non-rated time:**

**E - Leave in excess of 30 days**

**F - Under arrest**

**T - On TDY/Special Duty (SD)/Temporary Change of Station (TCS) less than 90 calendar days**

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

NCO EVALUATION REPORT										FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.	
PART I - ADMINISTRATIVE DATA											
a. NAME (Last, First, Middle Initial)				b. SSN		c. RANK		d. DATE OF RANK		e. PMOSC	
BUCK, GEORGE G				999-99-9999		MSG		19990501		92Y52SG10	
f.1. UNIT		ORG		STATION		ZIP CODE OR APO		f.2. STATUS CODE		g. REASON FOR SUBMISSION	
HHC, Special Troops Battalion,				13th COSCOM, Ft. Hood, TX		76544		FORSCOM		02/Annual	
h. PERIOD COVERED				i. RATED MONTHS		j. NON-RATED CODLS		k. NO. OF ENCL		l. RATED NCO'S AKO EMAIL ADDRESS	
FROM		THRU								m. UIC	
Year	Month	Day	Year	Month	Day					n. CMD CODE	
2003	07	01	2004	06	30	12		george.g.buck007@us.army.mil		W6ED24	
										o. PSB CODE	
										UA01	
PART II - AUTHENTICATION											

**NCO's Email Address: Part: II: Rated NCO's AKO e-mail address**

**UIC: Part: Im: Unit Identification Code (UIC) Enter the rated NCO's 6 character UIC beginning with "W".**

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART II – AUTHENTICATION

PART II - AUTHENTICATION			
a. NAME OF RATER (Last, First, Middle initial)		SSN	DATE
SCOTT, THOMAS D		123-45-6789	
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT
LTC	AC	Army Contracting Agency	BN Commander
b. NAME OF SENIOR RATER (Last, First, Middle initial)		SSN	DATE
JONES, WILLIAM A		234-56-7890	
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT
GS15		Army Contracting Agency	Acting Director
c. NAME OF REVIEWER (Last, First, Middle initial)		SSN	DATE
SMITH, VIRGINIA		456-78-9123	
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT
COL	AG	Army Contracting Agency	BDE Commander
RATER'S APO EMAIL ADDRESS (.gov or .mil)		SENIOR RATER'S APO EMAIL ADDRESS (.gov or .mil)	
thomas.d.scott123@us.army.mil		bill.jones100@us.army.mil	
d. <input checked="" type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS		NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)	
e. I, RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling APFT and height/weight entries in Part IVc are correct. I have seen the completed report. I am aware of the appeals process of AR 623-X.			DATE

Enter Rater, Senior Rater and Reviewer APO email addresses

- **Rater must sign first followed by Sr. Rater, Reviewer and last the NCO**
- **If rated NCO is unavailable for signature, SR comments & leaves signature section blank**

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART III – DUTY DESCRIPTION

PART III - DUTY DESCRIPTION (Rater)	
a. PRINCIPAL DUTY TITLE Contracting Command NCOIC	b. DUTY MOSC 92Y50G1
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)	
(SEE DA PAM 623-3, PARA 3-6)	
d. AREAS OF SPECIAL EMPHASIS	(SEE DA PAM 623-3, PARA 3-6)
e. APPOINTED DUTIES	(SEE DA PAM 623-3, PARA 3-6)

***Include a list of tasks/duties separated by semicolons and ending with a period***

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# NONCOMMISSIONED OFFICER EVALUATION SYSTEM



## PART III – DUTY DESCRIPTION

1 COUNSELING DATES		INITIAL 20030730	LATER 20031015	LATER 20040101	LATER 20040419	
<b>PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)</b>						
a. ARMY VALUES. Check either "YES" or "NO". Comments are mandatory for "No" entries, optional for "Yes" entries.					YES	NO
<b>V</b>  <b>A</b>  <b>L</b>  <b>II</b>	Loyalty Duty Respect Selfless-Service	1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		2. DUTY: Fulfills their obligations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		3. RESPECT/EO/EEO: Treats people as they should be treated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		5. HONOR: Lives up to all the Army values.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		6. INTEGRITY: Does what is right - legally and morally.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bullet comments						

**Enter the dates of the counselings in the following format: (YYYYMMDD)**

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## NONCOMMISSIONED OFFICER EVALUATION SYSTEM



### PART IV – Army Values/NCO Responsibilities

- ***Bullet comments are mandatory regardless of the ratings given in the Army values section***
- **Personal pronouns (he or she) may be used**

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## NONCOMMISSIONED OFFICER EVALUATION SYSTEM



### PART IVc – PHYSICAL FITNESS AND MILITARY BEARING

c. PHYSICAL FITNESS & MILITARY BEARING			20031215	HEIGHT/WEIGHT	70 / 168	Yes
<ul style="list-style-type: none"> <li>o Mental and physical toughness</li> <li>o Endurance and stamina to go the distance</li> <li>o Displaying confidence and enthusiasm; looks like a soldier</li> </ul>			(SEE DA PAM 623-3, PARA 3-7)			
EXCELLENCE (Exceeds std)	SUCCESS (Meets std)	NEEDS IMPROVEMENT (Some) (Much)				
X						

The rater will enter the APFT date in (YYYYMMDD) format

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## *NONCOMMISSIONED OFFICER EVALUATION SYSTEM*



### **PART IVc – PHYSICAL FITNESS AND MILITARY BEARING**

Deployed units unable to administer the APFT due to mission or conditions will annotate NCO-ERs with the following statement: "Soldier unable to take the APFT during this period due to deployment for combat operations/contingency operations".

NOTE: This does not exclude weight requirements.

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## ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***

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### **NCOER COMPLETION**

**Once the NCO-ER is complete the senior rater's responsibility is to send or designate someone to send the NCOER. Print the report, sign (if not electrically signed) and forward to HRC - Indianapolis (SRDC) within 60 days of the thru date of the report.**

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## ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***



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# **NCOER RESOURCES**

**POC: Your Servicing S1**

**NCOER Training Brief Slides:**

**[https://www.hrc.army.mil/site/active/TAGD/MSD/NCOER/NCOER\\_Main.htm](https://www.hrc.army.mil/site/active/TAGD/MSD/NCOER/NCOER_Main.htm)**

**NCOER Online Reports:**

**[https://www.erec.army.mil/NCO-ER\\_Statistical\\_Reports/AKO\\_Login.asp](https://www.erec.army.mil/NCO-ER_Statistical_Reports/AKO_Login.asp)**

**NCOER Upload System:**

**<https://www.hrc.army.mil/site/EREC/index.htm>**

**HRC - Indianapolis Homepage:**

**<https://www.hrc.army.mil/site/EREC/index.htm>**

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# ***NONCOMMISSIONED OFFICER EVALUATION SYSTEM***



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## **SUMMARY**

**CHANGES IN EVALUATION POLICY**

**COUNSELING AND SUPPORT FORM DISPOSITION**

**PART I – ADMINISTRATIVE DATA**

**PART II – AUTHENTICATION**

**PART III – DUTY DESCRIPTION**

**PART IV – ARMY VALUES / NCO RESPONSIBILITIES**

**PART IVc – PHYSICAL FITNESS AND MILITARY BEARING**

**NCOER COMPLETION**

**NCOER RESOURCES**

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## *OFFICER EVALUATION SYSTEM*

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# *New OER Evaluation System*

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## *OFFICER EVALUATION SYSTEM*

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# PURPOSE

To provide information on the new OER  
System

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# **OFFICER EVALUATION SYSTEM**



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## **CONTENT**

**CHANGES IN EVALUATION POLICY**

**COUNSELING AND SUPPORT FORM DISPOSITION**

**PART I – ADMINISTRATIVE DATA**

**PART II – AUTHENTICATION**

**PART III – DUTY DESCRIPTION**

**PART IVc – PHYSICAL FITNESS AND MILITARY BEARING**

**PART Vd and PART VIId – PERFORMANCE AND POTENTIAL EVALUATION**

**OER COMPLETION**

**OER RESOURCES**

**SUMMARY**

**QUESTIONS**

**UNCLASSIFIED**



## *OFFICER EVALUATION SYSTEM*

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# REFERENCES

**Army Regulation 623-3, dated 15 May 2006**

**DA PAM 623-3, dated 15 May 2006**

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## OFFICER EVALUATION SYSTEM



### Changes in Evaluation Policy

- Electronic production
- Automatic submission to HQDA
- Evals may be submitted “head to head” or “head to foot”
- Frocked rating officials serving in positions of next higher grade will use frocked rank

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## *OFFICER EVALUATION SYSTEM*

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### **Counseling and Support Form Disposition**

- **Maintain DA Form 67-9-1 and DA Form 67-9-1a for LT's, CPT, WO1 and CW2 until OER has been approved by HRC**
- **No regulatory requirement to keep DA Form 67-9-1 beyond this time**

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# OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

OFFICER EVALUATION REPORT <small>For use of this form, see AR 623-3 ; the proponent agency is DCS, G-1</small>						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3		
PART I - ADMINISTRATIVE DATA								
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G.			b. SSN 999-99-9999		c. RANK MAJ	d. DATE OF RANK 19990501	e. BRANCH IN	f. DESIGNATED / PMOS / WOI / SPECIALTIES 11A
g. 1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Company, 1st Bn, 41st Infantry, 3rd Armor Division, APO AE 09002 EUSA						g. 2. STATUS CODE		h. REASON FOR SUBMISSION 02/Annual
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S APO EMAIL ADDRESS (.gov or .mil)		n. UIC	o. CMD CODE
FROM (YYYYMMDD)	THRU (YYYYMMDD)							p. PSB CODE
20031001	20040930	11	Q	0	george.g.buck@us.army.mil		W6ED24	UZ

- Frocked Officer's: If the rated officer has been frocked to a higher grade and is serving in an authorized position, enter the frocked grade and the effective date of the frocking for date of rank. If the rated officer is not yet serving in an authorized position requiring the higher grade, enter the rank and date of rank of the lower grade.

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# OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

OFFICER EVALUATION REPORT <small>For use of this form, see AR 623-3 ; the proponent agency is DCS, G-1</small>					FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3		
PART I - ADMINISTRATIVE DATA							
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G.			b. SSN 999-99-9999	c. RANK MAJ	d. DATE OF RANK 19990501	e. BRANCH IN	f. DESIGNATED / PMOS (WOL) SPECIALTIES 11A
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Company, 1st Bn, 41st Infantry, 3rd Armor Division, APO AE 09002 EUSA					g.2. STATUS CODE		h. REASON FOR SUBMISSION 02/Annual
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S APO EMAIL ADDRESS (.gov or .mil)	n. UIC	o. CMD CODE
FROM (YYYYMMDD)	THRU (YYYYMMDD)						
20031001	20040930	11	Q	0	george.g.buck@us.army.mil	W6ED24	UZ
							p. PSB CODE

**Date of Rank Id:** Enter the rated Officer's date of rank (YYYYMMDD).

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# OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

OFFICER EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3			
PART I - ADMINISTRATIVE DATA									
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G.			b. SSN 999-99-9999		c. RANK MAJ	d. DATE OF RANK 19990501		e. BRANCH IN	f. DESIGNATED / PMOS (WOL) SPECIALTIES 11A
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Company, 1st Bn, 41st Infantry, 3rd Armor Division, APO AE 09002						g.2. STATUS CODE EUS		h. REASON FOR SUBMISSION 02/Annual	
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or .mil)		n. UIC	o. CMD CODE	p. PSB CODE
FROM (YYYYMMDD)	THRU (YYYYMMDD)								
20031001	20040930	11	Q	0	george.g.buck@us.army.mil		W6ED24	UZ	

**Part:** Ig2: USAR Status Code found in Table 2-10

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# OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

OFFICER EVALUATION REPORT <small>For use of this form, see AR 623-3 ; the proponent agency is DCS, G-1</small>						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3		
PART I - ADMINISTRATIVE DATA								
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G.			b. SSN 999-99-9999	c. RANK MAJ	d. DATE OF RANK 19990501	e. BRANCH IN	f. DESIGNATED / PMOS (WOL) SPECIALTIES 11A	
g.1 UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Company, 1st Bn, 41st Infantry, 3rd Armor Division, APO AE 09002 EUSA					g.2. STATUS CODE →		h. REASON FOR SUBMISSION 02/Annual	
i. PERIOD COVERED		j. RATED	k. NONRATED	l. NO. OF	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or .mil)	n. UIC	o. CMD	p. PSB
FROM (YYYYMMDD)	THRU (YYYYMMDD)	MONTHS	CODES	ENCL			CODE	CODE
→ 20031001	20040930	11	Q	0	george.g.buck@us.army.mil	W6ED24	UZ	

**Reason for Submission Part:** lh: Enter the appropriate report code in the left-hand portion of the block and the type of report title in the right-hand portion of block.

**Period Covered Part:** lh: Enter four-digit numerical identifier for year and a two-digit numerical identifier for month and two digit identifier for the day (example, 20010903).

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# OFFICER EVALUATION SYSTEM



## REASON CODES FOR SUBMISSION

- 02 – Annual Report
- 03 – Change of Rater
- 05 – Relief for Cause
- 06 – Depart Temporary Duty, Temporary Change of Station, Special Duty
- 07 – 60 day Option Report (Use to be 27)
- 08 – Senior Rater Option (Use to be 22)
- 09 – Complete the Record (Use to be 21)
- 10 – Extended Annual
- 13 – Rater Option (Use to be 23)

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# OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

OFFICER EVALUATION REPORT <small>For use of this form, see AR 623-3; the proponent agency is DCS, G-1</small>					FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3		
PART I - ADMINISTRATIVE DATA							
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G.		b. SSN 999-99-9999	c. RANK MAJ	d. DATE OF RANK 19990501	e. BRANCH IN	f. DESIGNATED / PMOS (W/O) SPECIALTIES 11A	
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Company, 1st Bn, 41st Infantry, 3rd Armor Division, APO AE 09002 EUSA				g.2. STATUS CODE		h. REASON FOR SUBMISSION 02/Annual	
i. PERIOD COVERED FROM (YYYYMMDD) THRU (YYYYMMDD)		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S APO EMAIL ADDRESS (.gov or .mil)		n. UIC
20031001 → 20040930		11	Q	0	george.g.buck@us.army.mil		W6ED24
							o. CMD CODE UZ
							p. PSB CODE

**New reason codes for non-rated time:**

**D – Temporary disability retirement list (TDRL)**

**R – New recruiter program**

**S – Student at military or civilian school**

**T - On TDY/Special Duty (SD)/Temporary Change of Station (TCS) less than 90 calendar days**

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# OFFICER EVALUATION SYSTEM



## PART I – ADMINISTRATIVE DATA

OFFICER EVALUATION REPORT					FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3		
PART I - ADMINISTRATIVE DATA							
a. NAME (Last, First, Middle Initial) BUCK, GEORGE G.		b. SSN 999-99-9999	c. RANK MAJ	d. DATE OF RANK 19990501	e. BRANCH IN	f. DESIGNATED / PMOS (W0) SPECIALTIES 11A	
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Company, 1st Bn, 41st Infantry, 3rd Armor Division, APO AE 09002 EUSA				g.2. STATUS CODE		h. REASON FOR SUBMISSION 02/Annual	
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or .mil)		n. UIC
FROM (YYYYMMDD)	THRU (YYYYMMDD)						
20031001	20040930	11	Q	0	george.g.buck@us.army.mil		W6ED24
							UZ

**Officer's Email Address: Part: Im:** Rated Officer's AKO e-mail address

**UIC: Part: In:** Unit Identification Code (UIC) Enter the rated Officer's 6 character UIC beginning with "W".

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# OFFICER EVALUATION SYSTEM



## PART II – AUTHENTICATION

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)					
a. NAME OF RATER (Last, First, MI) SCOTT, THOMAS D.	SSN 123-45-6789	RANK LTC	POSITION BN Commander →	SIGNATURE	DATE
b. NAME OF INTERMEDIATE RATER (Last, First, MI)	SSN	RANK	POSITION →	SIGNATURE	DATE
c. NAME OF SENIOR RATER (Last, First, MI) JONES, WILLIAM A.	SSN 234-56-7890	RANK COL	POSITION BDE Commander →	SIGNATURE	DATE
SENIOR RATER'S ORGANIZATION 1st Brigade, 4th Division APO AE 09002		BRANCH IN	SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS (.gov or .mil) bill.jones100@us.army.mil	
d. This is a referred report. Do you wish to make comments? Yes, comments are attached → No			e. SIGNATURE OF RATED OFFICER		DATE

- **Rater must sign first followed by Sr. Rater and last the rated Officer**
- **If rated Officer is unavailable for signature, SR comments & leaves signature section blank**

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# OFFICER EVALUATION SYSTEM



## PART III – DUTY DESCRIPTION

PART III - DUTY DESCRIPTION	
a. PRINCIPAL DUTY TITLE Brigade XO	b. POSITION AOC/BR 11A00
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1.	
(SEE DA PAM 623-3, PARA 2-6)	



***Include a list of tasks/duties separated by semicolons and ending with a period***

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## OFFICER EVALUATION SYSTEM



### PART IVc – PHYSICAL FITNESS AND MILITARY BEARING

c. <del>APFT DATE</del> →	DATE: 20040401	HEIGHT 69	WEIGHT: 175	YES
d. OFFICER DEVELOPMENT	MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s.			X YES NO NA
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED?				

DA FORM 67-9, MAR 2006

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 2  
APD PE v1.00

The rater will enter the APFT date in (YYYYMMDD) format

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## OFFICER EVALUATION SYSTEM



### PART IVc – PHYSICAL FITNESS AND MILITARY BEARING

Deployed units unable to administer the APFT due to mission or conditions will annotate OERs with the following statement: **“Officer was unable to take the APFT during this period due to deployment for combat operations/contingency operations”.**

NOTE: This does not exclude weight requirements.

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# OFFICER EVALUATION SYSTEM



## PART V – DUTY DESCRIPTION

NAME BUCK, GEORGE G.		SSN 999-99-9999		PERIOD COVERED 20031001 - 20040930	
PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater)					
a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIS/HER POTENTIAL FOR PROMOTION					
<input checked="" type="checkbox"/> OUTSTANDING PERFORMANCE, MUST PROMOTE		<input type="checkbox"/> SATISFACTORY PERFORMANCE, PROMOTE		<input type="checkbox"/> UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE	
<input type="checkbox"/> OTHER (Explain)					
b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE, REFER TO PART III, DA FORM 87-9 AND PART IVa, b AND PART Vb, DA FORM 87-9-1					
(SEE DA PAM 623-3, PARA 2-8)					
c. COMMENT ON POTENTIAL FOR PROMOTION					
(SEE DA PAM 623-3, PARA 2-8)					

**Performance and Potential for Promotion comments are now divided into two separate areas. Comments are mandatory and as a minimum should address the key items mentioned in the duty description in Part III.**

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## OFFICER EVALUATION SYSTEM



### PART Vd and PART VIId – DUTY DESCRIPTION

d. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES.  
FOR ARMY COMPETITIVE CATEGORY CPT, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.

(SEE DA PAM 623-3, PARA 2-6)

Would serve Army best in:

d. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED.  
FOR ARMY COMPETITIVE CATEGORY CPT, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.

(SEE DA PAM 623-3, PARA 2-10)

Would serve Army best in

Page 2 of 2  
APD PE v1 00

**Effective 5 Sep 2006 OPMS reorganizes the 4 career field designations into 3 functional categories. Reference MILPER msg. 06-251 dated 18 Sep 2006**

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## *OFFICER EVALUATION SYSTEM*



### **OER COMPLETION**

**Once the OER is complete the senior rater's responsibility is to send or designate someone to send the OER. Forward to HQDA within 90 days of the thru date of the report using the drop down menu in the FCMP inbox "SP. TASK". Select the option "SEND TO HQDA".**

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## **OFFICER EVALUATION SYSTEM**



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# **OER RESOURCES**

**POC: Your Servicing S1**

**OER Training Brief Slides:**

**<https://www.hrc.army.mil/site/active/tagd/msd/eso/eso.htm>**

**OER Online Receipt Reports:**

**<https://isdrad16.hoffman.army.mil/iwrs/>**

**Request for Senior Rater Profile:**

**<https://www.hrc.army.mil/site/active/tagd/OERS/request2.htm>**

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# **OFFICER EVALUATION SYSTEM**



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## **SUMMARY**

**CHANGES IN EVALUATION POLICY**

**COUNSELING AND SUPPORT FORM DISPOSITION**

**PART I – ADMINISTRATIVE DATA**

**PART II – AUTHENTICATION**

**PART III – DUTY DESCRIPTION**

**PART IVc – PHYSICAL FITNESS AND MILITARY BEARING**

**PART Vd and PART VIId – PERFORMANCE AND POTENTIAL EVALUATION**

**OER COMPLETION**

**OER RESOURCES**

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## *PORTAL FUNCTIONS*



# **Forms Content Management Program (FCMP)**

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## *PORTAL FUNCTIONS*



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# PURPOSE

To demonstrate how to use the  
portal functions

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## *PORTAL FUNCTIONS*

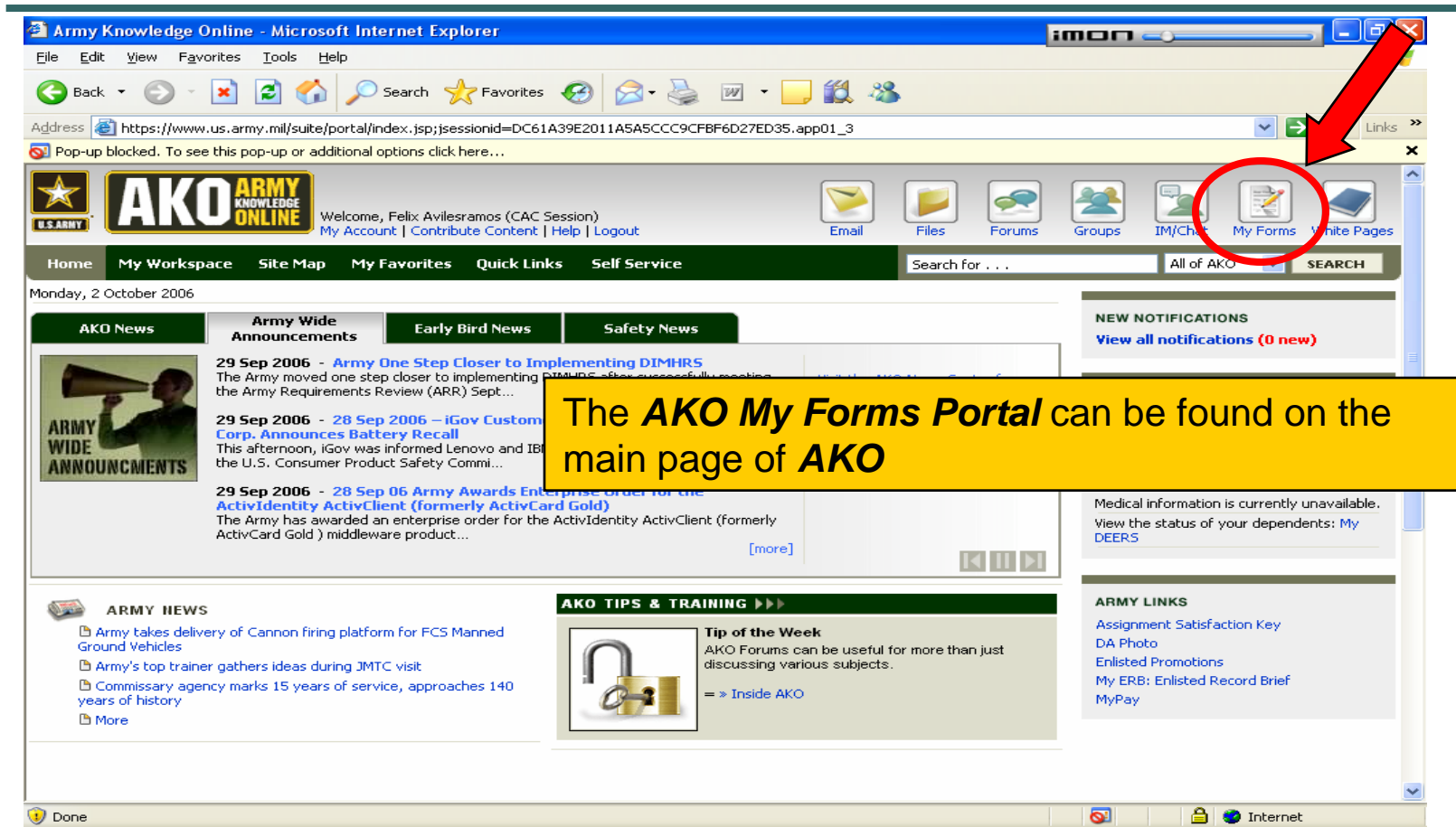


---

# CONTENT

- **AKO “MY FORMS CAPABILITIES**
- **FORM OPTIONS**
- **TECHNICAL DATA**

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## PORTAL FUNCTIONS "FORMS CAPABILITIES"



The **AKO My Forms Portal** provides users the ability to **manage business processes**

Functionality:

- **Form Finder**
  - By number
  - By Title
  - By range

**Form Finder (located under Welcome Tab)**

- Available in Inbox and Drafts tabs of Portal
- Searches for PureEdge forms by form title, number, or range
- Provides link to APD website to access non-PureEdge forms

(NOTE: Users can only use PureEdge forms in the Portal; other form must be used off-line)

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## PORTAL FUNCTIONS “FORMS CAPABILITIES”



The **AKO My Forms Portal** provides users the ability to **manage business processes**

Functionality:

- Form Finder
- Inbox Tab

**Inbox Tab**

- Shows forms and folders that have been **routed to** the user
- User can sort forms by name, type, sender, received date
- Action buttons perform form management functions
- Special Action Buttons perform functions unique to certain forms (i.e., Create NCOER/OER for DA Forms 2166-8-1 and 67-9-1)

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## PORTAL FUNCTIONS “FORMS CAPABILITIES”



The **AKO My Forms Portal** provides users the ability to *manage business processes*

Functionality:

- Form Finder
- Inbox Tab
- Drafts Tab

**Drafts Tab**

- Shows forms and folders that have been **created or uploaded by** the user
- In addition to same Action Buttons as Inbox Tab, includes the **Create Folder** and **Upload Form** buttons
- Evals created from support forms will also appear in the Drafts Tab

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## PORTAL FUNCTIONS “FORMS CAPABILITIES”



The **AKO My Forms Portal** provides users the ability to **manage business processes**

U.S. ARMY  
Forms Content Management

Welcome Chelsea! | Log out

FCMP | HQDA

Welcome | Inbox | Drafts | **Favorites** | Recycle Bin | Help

**Favorites** -- 2 Form(s)

Form Name	Form Type
NON COMMISSIONED OFFICER EVALUATION FORM DRA...	TF 2166-8
OFFICER EVALUATION FORM DRAFT	TF 67-9

Functionality:

- Form Finder
- Inbox Tab
- Drafts Tab
- **Favorites Tab**

**Favorites Tab**

- Allows user to access **frequently-used forms**
- User can edit Favorites by **clicking the “edit” button** to add and remove forms from this section
- The Favorites Tab also contains the **Templates Portlet**, where the user stores partially-filled forms from repeat use

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## PORTAL FUNCTIONS “FORMS CAPABILITIES”



The **AKO My Forms Portal** provides users the ability to **manage business processes**

Functionality:

- Form Finder
- Inbox Tab
- Drafts Tab
- Favorites Tab
- **Tracking Portlet**

**Tracking Portlet (located at bottom of Inbox and Drafts Tabs)**

- Allows you to track **forms that you have sent** to other users
- Shows **info copies** that have been sent to you
- Forms in the Tracking Portlet are **read-only and dynamic** (i.e. you can view changes to forms as they are updated and saved by subsequent users)

Form Name	Form Type	Current Owner	Date Received	Date Viewed
test 3	DA 4591	jan.swicord	Mar 17, 2006 18:50:28 GMT	Apr 19, 2006 18:37:46 GMT
Test 4	DA 4591	jan.swicord	Mar 17, 2006 18:49:50 GMT	Not yet viewed.
Test 5	DA 5006	jan.swicord	Mar 17, 2006 18:00:25 GMT	Apr 13, 2006 21:54:04 GMT

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# PORTAL FUNCTIONS “FORMS CAPABILITIES”



The **Action Buttons** allow users to perform specific form management tasks . . .

**Functions Include:**

- Adding to Folder
- History
- Comments
- Routing to other users
- Deleting (if you created it)
- Renaming
- Copying

**U.S. ARMY Forms Content Management**

FCMP | Version 1.0 | HQDA

Welcome | **Inbox** | **Drafts** | Favorites | Recycle Bin | Admin | Help

**Form Finder**

Form Title:  Form Number:  Search Search By Range Non-PureEdge Forms

**Drafts**

Form(s) 4 Form(s), 4 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Action Date	Suspend Date
NCOER Duck, Daffy THRU 2005 01 1	DA 2166-8	Mar 10, 2006 21:33:31	-	-
NCOER Spt Fm Char ming, Cindy 1 A...	DA 2166-8-1	Mar 10, 2006 21:30:06	-	-
OER Spt Charm, Prince 1 Aug 05	DA 67-9-1	Mar 10, 2006 21:14:53	-	-
SR Civ Eval Swico rd, Jan 1 Aug 0	DA 7222-1	Mar 10, 2006 21:37:47	-	-

**Action Buttons:**

- Create Folder
- Upload Form
- Add To Folder
- Extract
- Comment
- Rename
- Copy
- Delete
- Route Slip
- Sp. Tasks

**Tracking**

**Action Buttons** are located in both the Inbox and Drafts Tabs

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# PORTAL FUNCTIONS “FORMS CAPABILITIES”



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://208.3.193.204/wps/myportal/tut/p/kcxml/04\_5j9SPykssy0xPLMnMz0vM0Y\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcAFvFv-P\_NxU\_QD9gtzQ0IthYR0UAJKDVKAI1/delta/base64xml/L3d3dyEvUUD3QndNQSEvNEIvRS82xz8FUD1! Go Links

Welcome Jan 1 | Log out

**U.S. ARMY**  
Forms Content Management

FCMP | Ver 1.0 | HQDA

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Admin | Help

Form Find

Form Title:  Form Number:  Search Search By Range Non-PureEdge Forms

**COMMENTS**

OER Draft Builder, Bob W. 3 Feb 06

Enter Comments (These are public comments that follow the form)

Do not use these comments for personnel reflections on rated Soldier.

Save Comment Back Clear

User	Comments	Action Date
jan.swicord	This is hot.	Mar 10, 2006 21:47:45
jan.swicord	This OER must be at HQDA by 27 Feb 06 to make HQDA cut off date for selection board.	Mar 10, 2006 21:47:36

Forms Folders Tracking -- 0 Form(s). 0 Folder(s) Close All

Done Start OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... 4:48 PM

## COMMENTS

Are Public Notes  
and can be seen by all  
people viewing form.

This is what they look  
like when entered.

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## PORTAL FUNCTIONS “FORMS CAPABILITIES”



Info Copy allows for *multiple* recipients.

IBM WebSphere Portal - Microsoft Internet Explorer

Welcome Jan 1 | Log out

U.S. ARMY  
Forms Content Management

FCMP | Version 1.0 | HQDA

Welcome | Inbox | Drafts | Favorites | Recycle Bin | Admin | Help

Form Finder

Form Title: Form Number: Search Search By Range Non-PureEdge Forms

Drafts

ROUTE...

OER Draft Builder, Bob W. 3 Feb 06

Search Users First Name: chelsea Last Name: ortiz Search

Original 1

chelsea ortiz Add as original Add to info Last Name First Name Rank  
ortiz chelsea  
Mar 15 2006 05 00 Yes  
Please enter comments here.

Info Copy 2

chelsea ortiz  
Yes

Email Copy 3

email here.

Tracking

Tracking - 0 Forms, 0 Folders

Start Done

OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... 4:51 PM

### Routing:

Uses AKO LDAP to find intended recipient.

Three options (They appear in each form's History as follows:)

1. Original (original routing)
2. Info (dynamic routing)
3. Email (static routing)

Forms exceeding suspense dates appear RED in Inbox.

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# PORTAL FUNCTIONS “FORMS CAPABILITIES”



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://208.3.193.204/wps/myportal/!ut/p/kcxml/04\_5j9SPykssy0xPLMnMz0vM0Y\_QjzKLN4gPMAT3gFWLvgRqCLGpugijnABx4\_83FR9b\_0A\_YLc0NC1ckdFAJ9OFT8I/delta/base64xml/L3dJdyEvUId3QndNQSEvNEIVRS82xz2BFUDI1

Welcome Jan 1 | Log out

U.S. ARMY  
Forms Content Management

FCMP | Version 1.0 | HQDA

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Admin | Help

Form Finder

Form Title: Form Number: Search Search By Range Non-PureEdge Form

Drafts

Forms Folders Drafts -- 6 Form(s), 1 Folder(s) 1 Close

	Form Name	Form Type	Create Date	Action Date	Suspend Date
Create Folder	NON COMMISSIONED OFFICER EVALUAT...	DA 2166-8	Mar 10, 2006 21:33:31	-	-
Upload Form	NON COMMISSIONED OFFICER EVALUAT...	DA 2166-8-1	Mar 10, 2006 21:30:06	-	-
Add To Folder	NON COMMISSIONED OFFICER EVALUAT...	DA 2166-8-1	Mar 10, 2006 21:30:06	-	-
Extract	NON COMMISSIONED OFFICER EVALUAT...	DA 2166-8-1	Mar 10, 2006 21:30:06	-	-
Comment	OFFICER EVALUATIO N FORM DRAFT	DA 67-9	Mar 10, 2006 21:35:09	-	-
<b>Rename</b>	OFFICER EVALUATIO N SUPPORT FORM ...	DA 67-9-1	Mar 10, 2006 21:14:53	-	-
Copy	OFFICER EVALUATIO N SUPPORT FORM ...	DA 67-9-1	Mar 10, 2006 21:14:53	-	-
Delete	SENIOR SYSTEM CIV ILIAN EVALUATIO...	DA 7222-1	Mar 10, 2006 21:37:47	-	-
Route Slip					
Sp. Tools					

Tracking

Start OERS-E Inbox - Microsoft Outlook 2 Microsoft PowerPoint IBM WebSphere Port... 4:39 PM

**RENAMING:**  
You should rename documents after starting a form.

**EXAMPLE:**  
What you might get if you don't rename forms to something identifiable.

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## PORTAL FUNCTIONS “FORMS CAPABILITIES”



IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://208.3.193.204/wps/myportal/!ut/p/kcxml/04\_Sj9SPykssy0xPLMnMz0vM0Y\_QjzKLN4gPMAT3gFWLvqRqCLGpugjinABx4\_83F5gckQ5kg9kYaQfIZoanphcQr-s760F...

**Forms** Folders

Drafts -- 5 Form(s), 2 Folder(s)

Form Name	Form Type	Create Date
NCOER EV...		Oct 13, 2005
OER Form		
NCOER SU		
OER Spt F		
OER Deve		

**Tracking**

Forms

Tracking -- 2 F

Form Name	Form Type	Create Date	Last Action	Status
NCOER F				
NON COMMISSIONED O	DA 2166-8	NOV 22, 2005		Not yet viewed.
FFICER EVALUATI...		15:12:01		

**History for 'NCOER Form'**

User ID	Action Performed	Last Action
jan.swicord	Open	2005-11-22 14:36:07.312
jan.swicord	rename	2005-11-22 14:36:28.562
jan.swicord	rename	2005-11-22 14:36:29.281
jan.swicord	originalRouting	2005-11-22 15:10:54.734
jan.swicord	dynamicRouting	2005-11-22 15:10:55.344
jzelch	saveComment	2005-11-22 15:13:41.844
jzelch	originalRouting	2005-11-22 15:16:45.953
karen.scherer	originalRouting	2005-11-22 15:18:13.5
jan.swicord	originalRouting	2005-11-22 15:27:36.188
jan.swicord	dynamicRouting	2005-11-22 15:27:36.719

**HISTORY:** Shows

- *who* has had the form
- *what action* was taken and
- *when* that action occurred

**See routing explanation for “ways to route”**

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# PORTAL FUNCTIONS “FORMS CAPABILITIES”



Form Name	Form Type	Create Date	Action Date	Suspend Date
Create Folder				
Upload Form				
Add To Folder				
Extract				
Comment				
Rename				
Copy				
Delete				
Route Slip				
Sp. Tasks				

**FOLDERS:** Packages multiple forms with a common purpose

Allows user to route multiple forms & items as a single entity

Named by user

Forms must be extracted from folder to take action but can be easily returned to the “distro envelope.”

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## PORTAL FUNCTIONS “FORMS OPTIONS”



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://208.3.193.204/wps/myportal/!ut/p/kcxml/04\_Sj9SPykssy0xPLMnMz0vM0Y\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcAFvFV-P\_NxU\_QD9gtzQ0IthyR0UAjKDvKA11/delta/base64xml/L3d3dyEvUud3QndNQSevNEVRS82XzBFUdI1 Go Links

Welcome Jan 1 | Log out

U.S. ARMY  
Forms Content Management

FCMP | Version 1.0 | HCUA

Welcome Inbox **Drafts** Favorites Recycle Bin Admin Help

Form Finder

Form Title: Form Number: Search Search By Range Non-PureEdge Forms

**Drafts**

CREATE FOLDER...

Folder Name: NCOER SSG Jones Create Back

Tracking

Forms Folders Tracking -- 1 Form(s), 0 Folder(s) Close All

Done

Start OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... 4:55 PM

### FOLDERS:

Can be named appropriate to the forms the folder will contain.

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## PORTAL FUNCTIONS “FORMS OPTIONS”



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://208.3.193.204/wps/myportal/!ut/p/!ccxml/04\_Sj9SPykssy0xPLMnMz0vM0Y\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcAFvFV-P\_NxU\_QD9gtzQ0IthyR0UAJKDVKAI

Welcome Jan ! | Log out

**U.S. ARMY**  
Forms Content Management

FCMP | Version 1.0 | HQ JA

Welcome Inbox **Drafts** Favorites Recycle Bin Admin Help

**Form Finder**

Form Title: Form Number: Search Search By Range Non-PureEdge Forms

**Drafts**

**ADD TO FOLDER...**

NCOER Spt Hill, Jack W. 1 Aug 05

**Available folders for user: jan.swicord**

Please select a folder to add the form to.

☐ Holligan OER THRU 7 Mar 06

☒ Mil Evals NCOERs

☐ NCOER SSG Jones

☐ PCS SSG Jones

Add to folder Back

**Tracking**

Forms Folders Tracking -- 1 Form(s). 0 Folder(s) Close All

Done Start OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... 4:58 PM

**FOLDERS:**  
Adding a document to an existing folder.

Examples of folder use:

- Eval & Spt form through rating officials.
- Multiple 638s for same event.
- PCS documents.

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## PORTAL FUNCTIONS "FORMS OPTIONS"



IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://208.3.193.204/wps/myportal/!ut/p/!ccxml/04\_Sj9SPykssy0xPLMhMz0vM0Y\_QjzKLN4i39ADJgFku-pGoIsam6CKOcAffj\_zcVH1v\_QD9gtzQ0IhyR0UA-M1pC

Welcome Jan ! | Log out

**U.S. ARMY**  
Forms Content Management

FCMP | Version 1.0 | HQDA

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Admin | Help

**Form Finder**

Form Title:  Form Number:  Search Search By Range Non-PureEdge Forms

**Drafts**

Forms Folders Drafts -- 4 Form(s), 4 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Action Date	Suspend Date
Create Folder				
Upload Form				
Extract				
Comment				
Rename				
Copy				
Delete				
Route Slip				
Sp. Tasks				

**Tracking**

**Choose file**

Look in: Shared

- DAPE
- DCSOPS
- EPMD
- OPMD
- PERSINSD
- PUBLIC
- TAGD

File name:

Files of type: All Files (\*.\*)

Open Cancel

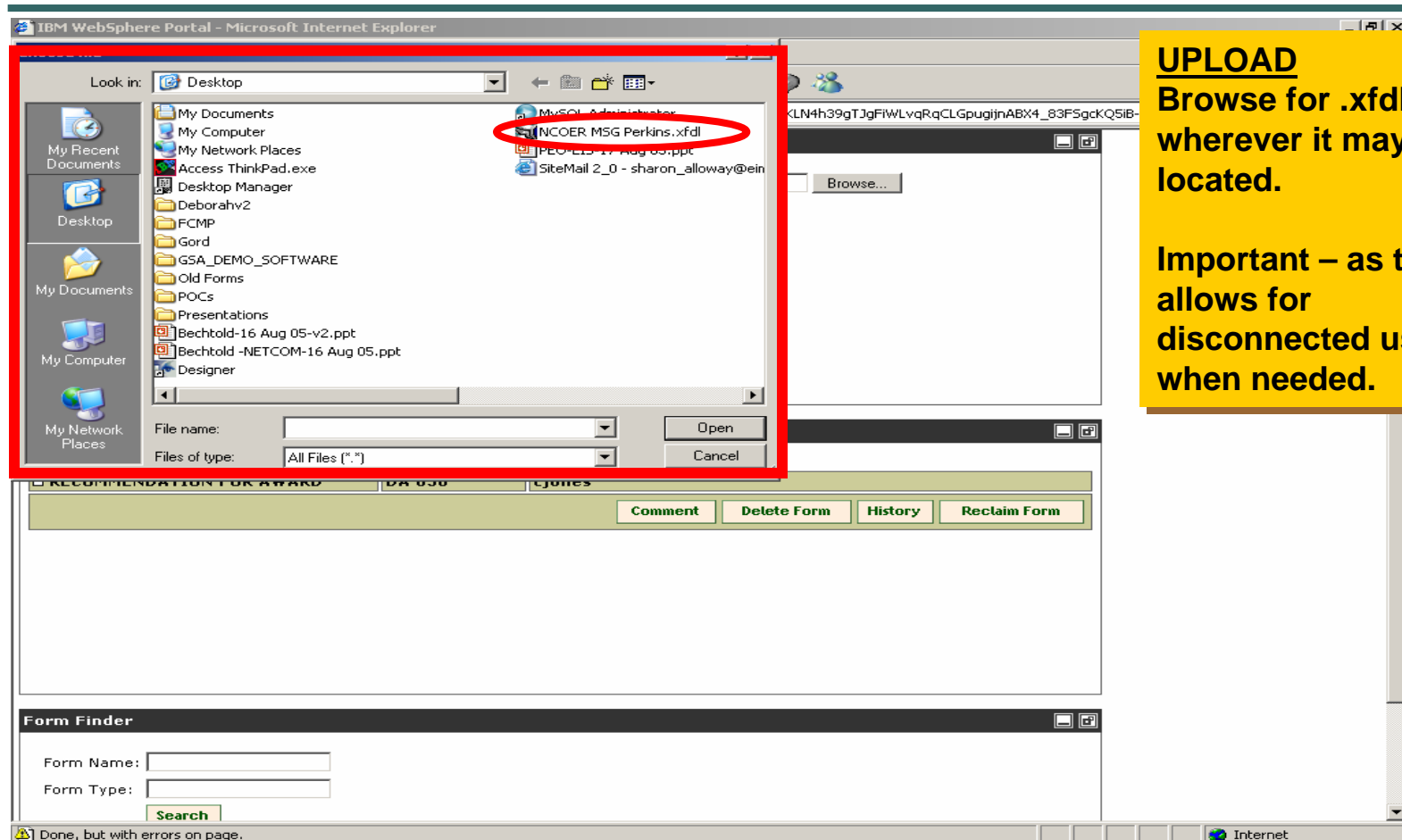
**UPLOAD**  
Uploads previously saved forms from computer, software, shared drives etc.

Only necessary if working offline for a segment of the process. Data could remain in the repository.

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## PORTAL FUNCTIONS “FORMS OPTIONS”



**UPLOAD**  
Browse for .xfd  
wherever it may be  
located.

Important – as this  
allows for  
disconnected use  
when needed.

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## PORTAL FUNCTIONS “FORMS OPTIONS”



When you upload a form – it does not keep the name you had on a share drive. It gets re-named to the name of the form in the system.

1. Be careful about overwriting forms you already have in your portal.
2. Once uploaded, go in and rename the form.
3. Avoid this problem by saving forms to the system and not somewhere else offline.

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# PORTAL FUNCTIONS “FORMS OPTIONS”



IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://208.3.193.204/wps/myportal/!ut/p/!cxm/04\_5j9SPykssy0xPLMnMz0vM0Y\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcAl

Form Title: Form Number: Search Search By Range

**Drafts**

Forms Folders Drafts -- 5 Form(s), 1 Folder(s)

Form Name	Form Type	Create Date	Action Date
Create Folder			
Upload Form			
Add To Folder			
Extract			
Comment			
Rename			
Copy			
Delete			
Route Slip			
Sp. Tasks			

Form Name Form Type Create Date Action Date

NCOER Duck, Daffy THRU 2005 01 1 DA 2166-8 Mar 10, 2006 21:33:31 -

NCOER Spt Fm Char ming, Cindy 1 A... DA 2166-8-1 Mar 10, 2006 21:30:06 -

NCOER Spt Hill, Jack W. 1 Aug 05 DA 2166-8-1 Mar 10, 2006 21:30:06 -

OER Spt Charm, Prince 1 Aug 05 DA 67-9-1 Mar 10, 2006 21:14:53 -

SR Civ Eval Swico rd, Jan 1 Aug 0 DA 7222-1 Mar 10, 2006 21:37:47 -

**Tracking**

Forms Folders Tracking -- 1 Form(s), 0 Folder(s) Close All

Form Name	Form Type	Current Owner	Date Received	Date Viewed
Reclaim				
History				
Comment				
Delete				

Form Name Form Type Current Owner Date Received Date Viewed

OER Draft Builder, Bob W. 3 Feb ... DA 67-9 chelsea.ortiz Mar 10, 2006 21:51:19 Not yet viewed.

Start OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... 4:51 PM

## Tracking Portlet

- provides visibility on forms that the user has “touched”
- includes Info Copy forms that have been sent to user
- tells user who is the current “owner” and for how long

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# PORTAL FUNCTIONS “FORMS OPTIONS”



IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://208.3.193.204/wps/myportal/!ut/p/!cx/ml/04\_5j9SPykssy0xPLMnMz0vM0Y\_QjzKLN4gPMAT3gFIWLvqRqCLGpugjinABx4\_83FR9b\_0A\_YLc0NC1ckdFAJ9OF

Welcome Jan 1 | Log out

U.S. ARMY Forms Content Management

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Form Finder

Form Title: Form Number: Search Search By Range Non-PureEdge Forms

Drafts

Forms Folders Drafts -- 4 Form(s), 4 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Action Date	Suspend Date	
Create Folder	<input checked="" type="checkbox"/>	NCOER Duck, Daffy THRU 2005 01 1	DA 2166-0	Mar 10, 2006 21:33:31	-
Upload Form	<input type="checkbox"/>	NCOER Spt Fm Char ming, Cindy 1 A...	DA 2166-8-1	Mar 10, 2006 21:30:06	-
Add To Folder	<input type="checkbox"/>	OER Spt Charm, Prince 1 Aug 05	DA 67-9-1	Mar 10, 2006 21:14:53	-
Extract	<input type="checkbox"/>	SR Civ Eval Swico rd, Jan 1 Aug 0	DA 7222-1	Mar 10, 2006 21:37:47	-

Comment

Route Slip

Sp. Tasks

Tracking

Done

Start OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... 5:05 PM

**CREATE COPY** Create a copy of your form which is a partially filled-in form for multiple, redundant requirements

**EXAMPLE:** a copy for standard responses to questions/requests

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## PORTAL FUNCTIONS "FORMS OPTIONS"



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://208.3.193.204/wps/myportal/!ut/p/!ccxml/04\_Sj9SPykssy0xPLMnMz0vM0Y\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcAFvFV-P\_NxU\_QD9gtzQ0IthyR0UAJKDVK

Welcome Jan 1 | Log out

**U.S. ARMY** Forms Content Management

FCMP | Version 1.0 | HQDA

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Admin | Help

**Form Finder**

Form Title:  Form Number:  Search Search By Range Non-PureEdge Forms

**COPY...**

NCOER SSG Jones

Where would you like to place the copy of ?

Drafts Favorites Back

**Tracking**

Forms Folders Tracking -- 1 Form(s), 0 Folder(s) Close All

Done

Start OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... 4:56 PM

**CREATE COPY** Create a copy of your form which is a partially filled-in form for multiple, redundant requirements

**EXAMPLE:** a copy for standard responses to questions/requests

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# PORTAL FUNCTIONS "FORMS OPTIONS"



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: https://208.3.193.204/wps/myportal/!ut/p/kcxml/04\_Sj9SPykssy0xPLMnMz0vM0Y\_QjzKLN4gPMAT3gFWLvgRqCLGpugljnABx4\_83FR9b\_OA\_YLc0NC1ckdFAJ5

Welcome Jan ! | Log out

**U.S. ARMY**  
Forms Content Management

FCMP | Version 1.0 | HQDA

Welcome Inbox **Drafts** Favorites Recycle Bin Admin Help

**Form Finder**

Form Title: Form Number: Search Search By Range Non-PureEdge Forms

**Drafts**

Forms Folders Drafts -- 4 Form(s), 4 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Action Date	Suspend Date	
Create Folder	<input checked="" type="checkbox"/>	NCOER Duck, Daffy THRU 2005 01 1	DA 2166-8	Mar 10, 2006 21:33:31	-
Upload Form	<input type="checkbox"/>	NCOER Spt Fm Char ming, Cindy 1 A...	DA 2166-8-1	Mar 10, 2006 21:30:06	-
Add To Folder	<input type="checkbox"/>	OER Spt Charm, Pr ince 1 Aug 05	DA 67-9-1	Mar 10, 2006 21:14:53	-
Extract	<input type="checkbox"/>	SR Civ Eval Swico rd, Jan 1 Aug 0	DA 7222-1	Mar 10, 2006 21:37:47	-
Comment	<input type="checkbox"/>				
Rename	<input type="checkbox"/>				
Delete	<input type="checkbox"/>				

Sp. Tasks

**Tracking**

**DELETE**

Only a person who has created a form can delete that form.

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## PORTAL FUNCTIONS “FORMS OPTIONS”



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://208.3.193.204/wps/myportal/!ut/p/kcxml/04\_Sj9SPykssy0xPLMhMz0vM0Y\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcAFvFV-P\_NxU\_QD9gtzQ0IthyR0UAJKDVKAI1/delta/base64xml/L3d3dyEvUUD3QndNQ5EVNEMRS82xz8FUD1! Go Links >>

Welcome Jan 1 | Log out

U.S. ARMY  
Forms Content Management

FCMP | Version 1.0 | HQDA

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Admin | Help

Form Finder

Form Title: Form Number: Search Search By Range Non-PureEdge Forms

**Drafts**

DELETE...

SR Civ Eval Swicord, Jan 1 Aug 05

Microsoft Internet Explorer

Are you sure you wish to delete this item?

OK Cancel

Tracking

Forms Folders Tracking -- 1 Form(s), 0 Folder(s) Close All

Done Start OERS-E Inbox - Microsoft Outlook 3 Microsoft PowerPoint IBM WebSphere Port... Internet 4:59 PM

### DELETE

Only a person who has created a form can delete that form.

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## PORTAL FUNCTIONS “FORMS OPTIONS”



Welcome Felix ! | Log out

**U.S. ARMY**  
Forms Content Management

FCMP | HQDA

Welcome | **Inbox** | Drafts | Favorites | Recycle Bin | Help

**Form Finder**

Form Number:  Form Title:  Search  Search By Ra

**Inbox**

Forms | Folders | **Inbox -- 5 Form(s), 0 Folder(s)** | 1 | Close All

Form Name	Form Type	Routed User	Action Date	Suspend Date
<input type="checkbox"/> Aviles 2	DA 2166-8	keneidra.l.mays	Sep 25, 2006 15:22:43 GMT	No suspense date set
<input checked="" type="checkbox"/> CPT Cantrell OER 20070417	DA 67-9	nick.cantrell	May 09, 2007 09:24:09 GMT	No suspense date set
<input type="checkbox"/> CPT Roppoli OER 2 0070417	DA 67-9	nick.cantrell	May 09, 2007 09:24:36 GMT	No suspense date set
<input type="checkbox"/> NCO EVALUATION REPORT	DA 2166-8	keneidra.l.mays	Sep 06, 2006 15:13:17 GMT	No suspense date set
<input type="checkbox"/> OER - CPT Smith, John - 20070215	DA 67-9	sebastian.rojas	Mar 21, 2007 16:03:57 GMT	No suspense date set

Add To Folder  
 History  
 Comment  
 Rename  
 Cancel  
 Delete  
 Route Slip  
 Sp. Tasks  
 Sp. Tasks  
 Send To HQDA

### SEND TO HQDA

Once the OER is complete, select the down arrow in the “SP TASK” option and select “SEND TO HQDA”

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## **TECHNICAL DATA "IMPLEMENTATION"**



### **Users need the following:**

- **Access to the Army Knowledge online Website (AKO)**
- **Pure Edge Viewer for Windows, Version 6.5.0 or higher (Forms)**
- **Silanis Approvelt, Version 5.7.2 or higher – Configuration Manager (Electronic Signature)**
- **Common Access Card (CAC)**
- **CAC Reader**

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## **TECHNICAL DATA** **“SOFTWARE”**



### **Government Systems:**

- Users need to coordinate with their servicing DOIM for the installation of PureEdge Viewer for Windows, Version 6.5.0 or higher and Silanis Approvel

### **Home Systems:**

- Users can download the software free of charge from the Army Small Computer Program (ASCP) website:  
<https://ascp.monmouth.army.mil/scp/nocost/index.jsp> or the AKO “My Forms” portal

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## *PORTAL FUNCTIONS*



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# SUMMARY

- **AKO “MY FORMS” CAPABILITIES**
- **FORM OPTIONS**
- **TECHNICAL DATA**

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